POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES
An Equal Opportunity Employer

JOB CLASSIFICATION:
Social Program Administrator 1

DIVISION:
Legal

DEPARTMENT:
Professional Development

WORKING TITLE:
Leadership Developer

PCN & CLASSIFICATION OF SUPERVISOR:
704100 Social Program Administrator 2

PCN:
704120

CLASSIFICATION NO.:
69415

PAY RANGE:
28

REVISION DATE:
12/17

EQUIPMENT USED:
television calculator printer fax machine
computer copying machine automobile

MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:
Completion of undergraduate coursework in social or behavioral science plus 12 mos. exp. in delivery of social services, plus 6 months supervisory experience; or completion of graduate coursework plus 6 mos. exp. in delivery of social services plus 6 mos. supervisory exp.; or equivalent.

PREFERRED:
Master’s degree in Human Services, Human Resources, Public Administration or related field; extensive supervisory and training exp.; must be organized and able to clearly communicate in both written and oral form; LISW-S.

PURPOSE:
Employee, under the supervision of the Director of Professional Development, develops and implements a training and practice protocol for new Intake and Region supervisors and associate directors, which targets basic skills to enhance daily practice. Employee will augment agency efforts to better support direct service managers. The employee will coordinate efforts of Human Resources and Professional Development Departments and coordinate Leadership Academy training offerings to ensure that the Employee Relations Division as a whole is helping the agency to meet present and future challenges through a prepared and advancement-ready workforce. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency’s Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

JOB DUTIES:

50%
Collaborate with Deputy Director over Program Services and Regional and Intake Directors to develop a training and practice protocol for Child Welfare Casework Supervisors and Associate Directors to encompass all basic routine tasks and fundamental management strategies. Provide training in accordance with the protocol by way of group work and through individual coaching for Child Welfare Caseworker Supervisors and Associate Directors.

25%
Research, plan and administer training offerings for Leadership Academy to provide staff throughout the agency with an avenue for professional development to achieve readiness for advancement.
Collaborate with Personnel Officers regarding interviewing techniques and selection process to develop an array of options for administrators filling vacancies. Help monitor selection processes for objectivity and equity to help ensure that recommendations for promotions and hires serve the agency’s needs. Assess the competency level of selection processes, as well as, skills and knowledge gaps of internal candidates to further refine Leadership Academy.

Performs other related duties as assigned.

*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.

<table>
<thead>
<tr>
<th>List no. of positions and Class Titles of positions supervised</th>
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<tbody>
<tr>
<td>3 – Child Welfare Casework Supervisor 2</td>
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Signature of Agency Representative | Date